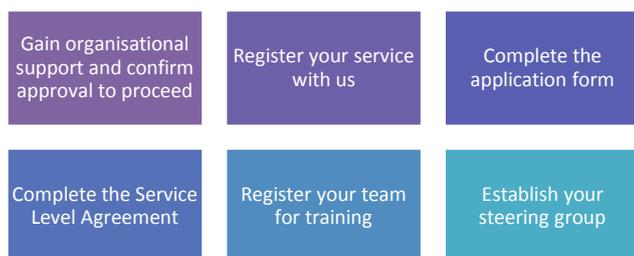


Summary of next steps for establishing Schwartz Rounds

Congratulations on the decision to establish Schwartz Rounds! It's an exciting time for your organisation and we're looking forward to working with you. The following is a brief summary of the steps you can take when you make the decision! If you have questions at any stage of the process, please contact us – we'd be delighted to help.

Summary of next steps



Decision to proceed and consideration of number of teams you wish to train

When a service decides to proceed and you have secured organisational support with a commitment to fund the introduction of Schwartz Rounds, you will need to decide how many teams you wish to train.

The service level agreement includes the training for one clinical lead and two facilitators with mentoring support for this team and the steering group on site.

If you are based across several sites, you may decide to commit to training a team in each location or alternatively a central team who will work with all sites (subject to capacity, organisational knowledge and trust). It is helpful to have one steering group on each site as local knowledge is central to success. We're happy to discuss this important decision more if helpful.

Register your interest

When you make the decision to proceed, you will need to register your service's interest via email with juanita.guidera@hse.ie and noemi.palacios@hse.ie.

Signing of application form

Once you register you can download the application form from www.staffengagement.ie. When this is completed, please send it to NelemaKhanom@pointofcarefoundation.org.uk and Juanita.guidera@hse.ie.

Signing of service level agreement with the Point of Care Foundation

Once you have completed and returned the application form, Nelema Khanom, Schwartz Programme Assistant,

the Point of Care Foundation will send a service level agreement to the nominated person for review and signing. Please return this to NelemaKhanom@pointofcarefoundation.org.uk and Juanita.guidera@hse.ie

Identification of one Clinical Lead, two Facilitators and one Schwartz Round administrative support

Identification of the Schwartz Rounds Team is fundamental to success. A number of sites used an expression of interest process to identify their facilitators. If you would like to learn more about this, please contact us. For ease of reference, there is a sample application form and scoring sheet used which we are happy to share. You may also find it help to reference the job descriptions document developed by the Point of Care Foundation which set out the key roles

<https://www.pointofcarefoundation.org.uk/wp-content/uploads/2016/04/All-Schwartz-Job-Descriptions.pdf>.

Register contact details of trainees for upcoming training and notify them of the dates

Once you have identified your core team, please ask them to register for training via www.staffengagement.ie

- Day one training for one clinical lead and two facilitators: 11th March, 2019
- Day one training for Schwartz Rounds Administrators: TBC

Gain organisational support and ownership for Schwartz Rounds

Throughout this process, you'll have been building organizational support for Schwartz Rounds - this is one of the most important steps.

There are lots of ways to do this. Several sites organised local briefing sessions to spread the word and often a steering group will form from the interested parties. There are sample presentations you can use and adapt via the Point of Care Foundation Website and through the Quality Improvement Division. It can be helpful to identify local champions who will spread the word, go to visit another site doing rounds, set up an information stand, use posters, ask line managers to tell their staff or go along to existing meetings to spread the word. You'll know what will work best for your service and call us along the way if you have questions!!

For more information just contact us!

For more information on Schwartz Rounds, please contact Juanita Guidera, Quality Improvement Division Lead Staff Engagement juanita.guidera@hse.ie | 087 064 23 08 or Noemi Palacios on noemi.palacios@hse.ie 01-8131808.

Follow us on twitter using #SchwartzRounds and see staffengagement.ie for updates.